



Planning & Community  
Development

# Pre-Application Meeting

Pre-application meetings are an integral part of the application process. It is at this stage that the applicant can be provided with a description of the process, application submittal criteria, and help define other agency involvement. It also allows us, other city departments and some external agencies to acquaint ourselves with the proposal. Pre-application meetings are required for certain types of permits and land use actions (see list at left). Other projects may have a pre-application meeting if desired.

Five copies of the following information are necessary to schedule a pre-application meeting and will aid us in helping you prepare a complete application. Please note that not all information may be applicable to your project (especially if the decision is to be made by the City Council or Hearing Examiner, such as Type C or L permits). Please submit these items with your meeting request:

## 1. Description of proposed project

- ☐ Written description, include as much detail as possible.

## 2. General Information

- ☐ Address and parcel number of the property.
- ☐ Existing use of property.
- ☐ Proposed number of dwelling units (if applicable).

## 3. Site Plan Information (to scale) (11 x 17 minimum size)

- ☐ Property lines with dimensions.
- ☐ Proposed site modifications, structures, building and parking layout.
- ☐ Existing site conditions, structures, building location and setbacks.
- ☐ Proposed vehicular access and driveways.
- ☐ Location of proposed lot lines (if subdivision or other plat).
- ☐ "Significant trees" (8" diameter at breast height for conifers, 12" for all others if known).
- ☐ Existing frontage improvements (e.g. sidewalk).
- ☐ Location of utilities and hydrants (if known).
- ☐ Location of easements if known – access, sidewalk, utilities.
- ☐ Estimate of grading quantity (if known).
- ☐ Critical areas (streams, wetlands, steep slopes, etc.), use the Critical Areas Worksheet to help you assess these features. Provide copies of any preliminary studies (stream typing, wetland delineation, geotechnical, etc.) if available.

## 4. Building Information

- ☐ Square footage (footprint and total).
- ☐ Number of floors proposed.
- ☐ Elevations (schematic).
- ☐ Type of construction (if known).
- ☐ Type of occupancy (if known).
- ☐ Conceptual building floor plans (if possible).

**Business Hours: M – F 8:00 a.m. to 5 p.m. ♦ Permit Processing Hours: M – F 8 a.m. to 4:00 p.m.**

*Note: This handout is for informational use only and is not to be substituted for the Shoreline Development Code.*

2/2014